

## **TRANSPORTATION ISSUES MANAGER**

### **DISTINGUISHING FEATURES**

The fundamental reason the Transportation Issues Manager exists is to manage critical transportation issues, establish quality assurance processes and direct the development and implementation of an on-going community outreach program in the Transportation Department. This classification does not supervise. Work is performed under general direction by the Transportation General Manager.

### **ESSENTIAL FUNCTIONS**

Researches and analyzes information from diverse sources and translates it into community strengthening transportation or land use policy.

Prepares and presents sophisticated reports to City Council, citizen commissions and others on complex technical matters in an understandable and concise fashion.

Assists in the preparation of work plans, budgets, schedules, and monthly reports on project or program status.

Communicates with citizens, city staff members and external groups of people in various formats that permit productive relationships with all parties on an issue.

Uses creativity in devising better ways to inform and receive input from the community on transportation matters.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Knowledge of:

Principles of Civil engineering and Urban Planning

Project management and construction principles.

Public communication and issue resolution techniques

Procurement, contracting, and grant procedures and policies

Microsoft Word, Excel, and PowerPoint.

Ability to:

Listen and effectively communicate ideas, technical advice, recommendations in one-on-one, small group and large group settings through oral, visual and written communication. Prepares quality written materials.

Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.

Make oral and written presentations to other City Departments, Transportation Commission and

other City Boards and Commissions.

Work cooperatively with other City employees and the general public

Operate a computer and a variety of office equipment using continuous and repetitive arm, hand and eye coordination.

### **Education & Experience**

Any combination of education and experience equivalent to a Bachelor's degree in Public or Business administration, Civil Engineering, Planning or a related field and five years professional experience in transportation planning and project management. Must obtain and possess a valid standard Arizona driver's license with no major citations in the last 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified